



RIDOT POLICY

DATE: December 3, 2003

REFERENCE: Fundraising in
State Offices

Policy Statement:

The Rhode Island Department of Transportation (RIDOT) encourages individual employee participation in assisting non-profit community and charitable organizations.

Due to the time consuming nature of fundraising activities, however, RIDOT must request that any individuals wishing to assist such organizations during the work day, on State leased or owned property, must receive prior authorization from their Division Administrator **and** the Human Resource Administrator.

From time to time, the Department may also sponsor and promote general campaigns with designated employee leadership including SECA, March of Dimes, MDA, etc. RIDOT recognizes that participation in these activities will also fall under these guidelines.

Fundraising solicitation would include activities such as distributing flyers, sending e-mails, or hanging posters.

Using State resources such as photocopy equipment, paper, computer equipment, or employee work time in individual solicitation efforts is strictly prohibited. Also, solicitation through e-mail without prior agency approval is also prohibited.

RIDOT wants every employee to feel that they can always help those less fortunate and in need of assistance. The Department simply asks that you consult with us and receive the proper prior approvals.

(S) James R. Capaldi

James R. Capaldi, PE
Director of Transportation